

Edit Content

Version 4

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Learn about the different ways you can edit content. You can edit your content by searching for it or from My Content. Space administrators and moderators can also edit space content from Manage Space. Site administrators can edit content from any space in the Control Panel.

Content types: Articles, blogs, cases, CMS pages, discussions and discussion replies, events, ideas, albums and photos, videos, and wiki pages.

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Search and Edit

1. Search for the content in the header search bar and click the content.
2. Click the gear or options icon > **Edit**.
3. Make changes to the content.
4. Enable or disable **Send update notifications to followers**. If enabled, anyone who follows the content will receive a notification that the content was updated.
5. Click **Update**.

Edit Content in My Content

1. In the header, click your name > **Activity Stream**.
2. In the side menu, click **My Content**.
3. Click a content type.
4. For the content, click the options icon > **Edit**.

5. Make changes to the content.
6. Enable or disable **Send update notifications to followers**. If enabled, anyone who follows the content will receive a notification that the content was updated.
7. Click **Update**.

Edit Content in Manage Space

Space administrators and moderators can edit content from Manage Space.

1. In the header, click **Spaces** and click a space.
2. Click **Manage Space**.
3. In the side menu, click a content type.
4. For the content, click the options or gear icon > **Edit**.
5. Make changes to the content.
6. Enable or disable **Send update notifications to followers**. If enabled, anyone who follows the content will receive a notification that the content was updated.
7. Click **Update**.

Edit Content in the Control Panel

Site administrators can edit content from the Control Panel.

1. Click the gear icon > **Control Panel** > **Content**.
2. Click a content type.
3. For the content, click the options or gear icon > **Edit**.
4. Make changes to the content.
5. Enable or disable **Send update notifications to followers**. If enabled, anyone who follows the content will receive a notification that the content was updated.
6. Click **Update**.

Notes

- **General:** When you edit the content title:
 - The content title is automatically updated everywhere the content is @mentioned.

- Hyperlinks to the content will automatically redirect to the renamed page.
- **Cases:** Cases can't be edited in Manage Space or the Control Panel. Cases must be edited by searching for the case or from My Content.
- **CMS pages:** CMS pages must be edited from Manage Space or the Control Panel.
- **Discussion replies:** Discussion replies must be edited from the discussion page.
- **Events:** Events can also be edited from the calendar. Open the calendar, click the event, click the gear icon > **Full edit** or **Quick edit**.
- **Files:** Files can't be edited in Manage Space or the Control Panel. Files must be edited by searching for the file or from My Content.
- **Photos:**
 - If you're editing a photo, first click the album to open it, then click the options icon for the photo.
 - When you edit a photo, you can crop or rotate the photo. You can also upload a new image.